

**ANNEXURE – II**

**APPLICATION FOR THE POST OF SECRETARY/REGISTRAR, NATIONAL COMPANY  
LAW TRIBUNAL ON DEPUTATION BASIS**

Paste here self-  
attested passport  
size coloured  
photograph

1	Post applied for:	:	
2	Name (IN BLOCK LETTERS)	:	
3	Date of Birth	:	
4	Date of superannuation	:	
5	Category (SC/ST/OBC etc)	:	
6	Present Post held	:	
7	Present Employer [mention the name of Central Government or State Government or Union Territory or Court or Tribunal or Statutory Organization]	:	
8	Present Pay (Level as per 7 <sup>th</sup> CPC. If the pay is not as per pay structure of 7 <sup>th</sup> CPC, indicate the actual pay and its equivalent pay in 7 <sup>th</sup> CPC pay structure]	:	
9	Nature of present employment [i.e., Permanent/ Ad-hoc/ Temporary/ Deputation]	:	
10	Present Office with Address	:	
11	In case the present employment is held on deputation, please state:- (a) Date of appointment on deputation.	:	

	(b) Name of the parent office / organization and its address.							
12	Service to which you belong		:					
13	Office Address		:					
	Telephone No.		:					
	Fax No.		:					
14	Correspondence Address		:					
	Telephone No.		:					
	Mobile No. ( <b>mandatory</b> )		:					
	Email id ( <b>mandatory</b> )		:					
15	Permanent Address		:					
16	Educational Qualifications (Matric onwards)							
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)		
17	Details of employment in chronological order. If needed, attach a separate sheet duly authenticated by your signature as per the format given below.							
	Sl. No	Name of the Office /Instt./ Organization	Post held (Designation)	Period From      To		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Level in Pay Matrix/ Pay Scale/ Pay Band and Grade Pay.	Nature of duties


18	Details of experience in Information Technology, e-governance, establishment, personnel and administrative matter (in chronological order)	:	
19	Details of proficiency in computer operation	:	
20	Details of training undergone	:	
21	Any other information the applicant wants to furnish	:	
22	Please state briefly how you find yourself best suitable for the post applied for:		

It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of service attached to the post.

Place:  
Date:

Signature of the Candidate \_\_\_\_\_  
Name of the Candidate \_\_\_\_\_

**Certificate to be furnished by the Employer/Head of Office/ Forwarding Authority:**

Certified that the above particulars furnished by Shri/Smt. \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. \_\_\_\_\_.
2. That his/her integrity is certified
3. That his/her CR/ APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years OR a list of major/minor penalties imposed on him/her during the last ten years is enclosed.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

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Signature :

Name :

Designation :

Tel. No.

Email:

(Office Seal)

List of enclosures:

- 1.
- 2.
- 3.
- 4.